

United States Bankruptcy Court Northern District of New York

POSITION VACANCY ANNOUNCEMENT

Position: **Automation Specialist**

Location: Syracuse, New York

CL-25 - CL-27 depending upon qualifications and experience

(\$34,340 - \$67,567)

Position Open Until Filled

The Clerk of the United States Bankruptcy Court for the Northern District of New York is accepting applications for an **Automation Specialist**. This specialist position will be located in Syracuse, New York but will require a training period in Albany, New York. The candidate selected for the position will perform network maintenance and installation, backup services, security management, PC software and hardware support.

POSITION OVERVIEW AND DUTIES AND RESPONSIBILITIES:

Duties of this position include but are not limited to: networking administration and performance monitoring; performing back-ups on all systems; developing procedures and standards to ensure the validity and integrity of the back-ups; installation of hardware and software; trouble-shooting and repairing day to day user problems; performing basic repairs on PC equipment and performing other duties as assigned. Travel to district offices is required for maintenance and installation of software and hardware. Physical effort may be involved in moving, connecting or trouble-shooting hardware.

MINIMUM QUALIFICATION STANDARDS AND EDUCATION SUBSTITUTIONS:

The incumbent must be a high school graduate or equivalent. The CL-27 level requires two years of general experience, and three years specialized experience, including at least one year equivalent to work at the CL-26 level. The CL-26 level requires two years of general experience, and three years specialized experience, including at least one year equivalent to work at the CL-25 level. Education above the high school level may be substituted for some work experience. The person selected for this position must possess strong written and verbal communication skills in order to interact with non-automation personnel. He or she must be able to interact with automation staff and system customers in a positive, supportive manner and work independently with minimal direct supervision. Applicants must demonstrate an outgoing personality (a "people person"), excellent communication skills, flexibility and a strong work ethic. Applicant may be asked to demonstrate abilities and/or provide evidence of accomplishment.

SPECIALIZED EXPERIENCE:

The incumbents are required to have technical skills which may include experience with Novell Netware 6.5; Novell Lan/Wan communications (TCP/IP); Windows Server 2003; Windows XP, Lotus Notes, WordPerfect, Adobe Acrobat, Microsoft Office and other related applications. Thorough knowledge of computer processes and capabilities, including programming languages and data base management; good knowledge of word processing software and the ability to adapt

it to local needs; ability to perform routine hardware maintenance and repair; and experience in computer equipment analysis, configuration and installation. The incumbent should have a general understanding of automation terminology and methodology, including the completion of computer project assignments which involve systems analysis, design, and programming, as well as knowledge of ZenWorks, Cisco, Symantec Antivirus, Veritas Backup Exec and other related applications. Linux and ColdFusion a plus.

PROCEDURE:

Interested parties should submit a cover letter and resume to:

Richard G. Zeh, Sr.
Clerk of Court
U.S. Bankruptcy Court, James T. Foley U.S. Courthouse
445 Broadway, Suite 330
Albany, NY 12207

Mark the envelope **Personal and Confidential**.

INFORMATION TO APPLICANTS:

All appointees are “at will” employees subject to a one-year probationary period. The court will not pay for any location or relocation expenses. The position offers full federal benefits and is subject to mandatory direct deposit. Employees are required to adhere to the code of conduct which is available for review upon request. Final candidates will be subject to a background check. **Applicants selected for a personal interview will receive a telephone call to schedule an interview. Only those applicants selected for an interview will receive communication from the court.**

*****EQUAL OPPORTUNITY EMPLOYER*****

5/10/2006